

APPROVED: April 2025

## **UTAH AREA BUDGET AND REIMBURSEMENT GUIDELINES**

The purpose of this guideline is to provide guidance in all Area financial matters. The primary purpose of the Area Treasury is to fund Al-Anon activities at the Area level.

### **I. General Guidelines**

- A. To conserve resources in the Area, persons serving at the Area level who are also Group Representatives (GR's) will first seek reimbursement of expenses from their groups. Members who are District Representatives (DR's) will first seek reimbursement from their Districts. Other Area Committee members may seek reimbursement from the Area.
- B. Reimbursement forms and receipts are required within six months of the event for any reimbursement to be made. Mileage is paid according to distance, no receipt required.
- C. As trusted servants we practice financial prudence of area funds. Carpooling and room sharing are encouraged to minimize expenses. One half of the Double occupancy rate and one half of the mileage rate for carpooling are considered the minimum standard; exceptions are made for extra ordinary circumstances. For example, when an Area World Service Committee, AWSC, member is unable to get a roommate, scheduling prohibits carpooling and the like, then actual expenses will be reimbursed. Conversely, when an AWSC member chooses to travel with a spouse and not an AWSC member, the reimbursement will be based on the minimum standard.
- D. The Area World Service Committee (AWSC) is composed of Area Officers (Delegate, Alternate Delegate, Area Chair, Treasurer, Recording Secretary, Group Records Secretary,) Coordinators, and District Representatives. Expenses exceeding designated amounts in the Area Budget must be pre-approved by the Assembly or the Treasurer and one other officer of the AWSC. Exceptions may be made due to extra ordinary circumstances, which is when our Ample Reserve may be deployed.

### **II. AWSC Operational expenses, Assemblies and Delegate Day**

- A. AWSC members shall be reimbursed for operational expenses incurred in the performance of their duties upon presentation of receipts/invoices, within six months of incurring the expense. These expenses shall be guided by, but not limited to, the Area Budget during the Calendar Year (CY) the expenses are incurred. These expenses include:

- i. Printing or mailing costs for example, presenting workshops, annual Area Group Directory, Group Records or AMIAS communications.
  - ii. Literature used for workshops, public outreach, etc.
  - iii. Required hardware or software items.
  - iv. Mileage and miscellaneous expenses for planning meetings.
  - v. Other materials as required.
- B. The Area will cover the registration for sitting AWSC members who are not GRs or DRs to attend two Area Assemblies and Delegates Day each year.
- C. Expenses for attending the Assemblies and Delegate's Day will be reimbursed, or upon request, advanced to attending AWSC members. Mileage will be calculated \$0.32 per mile, based on Google Maps mileage to and from the meeting and to and from hotels when not held at the same facility; gas receipt not required, but we encourage sharing a ride which will half the reimbursement.
- D. Lodging will be reimbursed at one-half the double occupancy rate at a Host Committee suggested hotel. Exceptions may apply, refer to Section I.C.
- E. Event Meals offered and purchased at the Event will be reimbursed to the AWSC member. Any AWSC members who choose to decline this reimbursement, may donate the cost back to the Area.

### **III. Other Expenses outside Assemblies and Delegate Day**

#### **A. Area Delegate**

- i. Expenses for the Equalizer or Full Payment, as approved by Area each year, to send the Delegate to the annual World Service Conference.
- ii. Reimbursement or advancement of up to \$600.00 for the Delegate's additional out-of-pocket expenses in connection with travel to the World Service Conference. Including but not limited to additional lodging and meals for the (first night and/or last night) not covered by Equalizer or Full Payment.

#### **B. Hosting committees seed monies**

- i. The Area shall advance the Hosting committee up to \$500.00 seed money, to be reimbursed to the Area as stated in the *Utah Area Guidelines for Hosting Al-anon/Alateen Area Assemblies and Conventions*. Additional funds may be requested and must be preapproved. All monies shall be returned to the Area Treasurer upon close out of Conference finances, along with a financial report. Obtain form from the Area Treasurer.

#### **C. Area World Service Committee (AWSC) planning meetings**

- i. With advancement in technology, we have been hosting the planning meetings by phone and now Zoom, this section is left in just in case. Travel cost will be

paid to anyone traveling over 25 miles one way at \$0.32 per mile based on Google Maps mileage to and from the meeting (gas receipt not required.) No lodging will be included.

- ii. Miscellaneous expenses such as printing costs.

**D. Southwest Regional Delegates Meeting (SWRDM) held annually on a preset rotational basis.**

Registration, travel and the room/meal package for Al-Anon members to attend. Room rates will be based on double occupancy; members are as follows:

- i. Year one of Panel: Delegate, Alternate Delegate, immediate Past Delegate
- ii. Year two of the Panel: Delegate, Alternate Delegate and Area Chair
- iii. Year 3 of Panel: Delegate, Alternate Delegate and an interested, randomly chosen Area World Service Conference member to attend.
- iv. \$2,000 will be budgeted for use by any active Past Delegates who wish to attend. **All eligible Past Delegates must advise the Area Treasurer of their desire to attend no later than January 1<sup>st</sup> of the event year. Information on the event is known by November of the preceding year to allow the most economical travel to be secured.** (This amount is to be reviewed by the Finance Committee during the first Committee meeting of each new Panel.)

#### **IV Additional Expenses**

- A. Mileage and lodging for the Delegate to attend District meetings to give Delegate's report when a requesting District is unable to pay for these expenses.
- B. Expenses for the Alternate Delegate to assist in Area conference planning.
- C. Expenses for special projects.
- D. Alateen Co-ordinator travel for AMIAS Training
- E. Expenses for AMIAS candidate background check provided receipts are submitted or billed directly from our Suppliers.
- F. Utah Area Al-Anon/Alateen Information Service (AAIS.)
  - i. In the event the AAIS ceases to be self-supporting, the Area shall help in meeting expenses, for a period up to six months or until such time the center is again self-supporting.
  - ii. If after six months the AAIS has not regained self-sufficiency, the Area Assembly shall vote to explore alternative funding, reorganization, or closure of the AAIS.
  - iii. This section will not dispute or infringe upon the AAIS bylaws

## V. Budget

- A. The Area Finance Committee shall consist of five members to a 3-year term. The Committee Members will be selected by the Treasurer of each new Panel.
  - 1. The Committee shall consist of the Area Chair, Treasurer, one other Area Officer or Coordinator and two interested AI-Anon members not currently holding an Area Office or Coordinator position. District Treasurers are invited but attendance not required.
  - 2. The Finance Committee will meet and prepare an annual budget for the upcoming CY to be presented at the Spring Assembly for approval.
  - 3. The Finance Committee will review the Budget and Reimbursement Guideline in advance of the first Spring Assembly of each new Panel.

The Area Finance Committee will follow the suggested World Service Office Guidelines (*Reserve Fund Guideline, G41*) regarding an Ample Reserve by first obtaining and then maintaining a 6 month to 1-year reserve for operating expenses including Delegate expenses to attend the World Service Conference (WSC.)

## REVISION HISTORY

Date	Contact - Editor	Revision Detail
2/2/2025	Pat D.	<p>I.A. Persons to Members</p> <p>I.B Forms and receipts required within six months. Rephrased mileage sentence.</p> <p>IC. Clarified minimum standard and added extra ordinary circumstances. Clarified reimbursement when travel choice of a non-AWSC member spouse/partner/non-member.</p> <p>I.D. Amounts above budget may require Ample Funds be deployed.</p> <p>I.E changed to II. Changed to Calendar year from Fiscal Year</p> <p>II.A. Updated to reflect modern times.</p> <p>II.E. Modified to include Event Meals</p> <p>II renumbered to III</p> <p>III A.2. rephrased Delegate additional \$600 expense potential.</p> <p>III.B.1. Form for accounting to be obtained by the then Treasurer</p> <p>III.D. SWRDM on preset rotational basis now</p> <p>IV.C.2. rephrased to add Misc. expenses</p> <p>Changed 1. To an overview</p> <p>IV.D.4 to add parameters around notice for Past Delegate attendance</p> <p>III renumbered to IV.</p> <p>IV.E. moved up under AMIAS section and added F. to AAIS paragraph.</p> <p>IV. to V. persons to members</p>

8/6/24	Pat D.	I.B. & C Clarification and corrects to intent II E.3.4. Updating Section to line up with current potential expenses. II.F. II. H. & I. II.2., C.2., III.E. Wordsmithing and Clarification
3/5/2024	Pat D.	I.G. Updating Mileage Rate II.D. Clarification to SWRDM Revision History reordered to put most recent edits on top.
3/5/2023	Amelia C.	The following changes proposed at the Spring Assembly, March 18, 2023: Revision of I.C.

3/19/2022	Patrick M.	<p>The following changes approved by the Spring Assembly, March 19, 2022:</p> <ol style="list-style-type: none"> <li>1. Up dated grammar and punctuation throughout.</li> <li>2. Changed “conference” to “Assembly” throughout.</li> <li>3. Clarified that the Area Budget now operates on a FY throughout.</li> <li>4. Added that the mileage reimbursement amount, reimbursement amounts for Delegate additional expenses, and Past Delegate expenses for SWRDM will be reviewed by the Finance Committee the first year of each panel in the appropriate paragraphs.</li> <li>5. Added reference to the <i>Utah Area Guidelines for Hosting Al-anon/Alateen Area Assemblies and Conventions.</i></li> <li>6. Removed “Action Committees” from IVc.</li> <li>7. Removed the Alt Delegate from the Finance Committee and added the Area Chair in Va1.</li> <li>8. Added reference to World Service Office Guidelines (<i>Reserve Fund Guideline, G41</i>) in Va3</li> </ol>
9/26/2015	Denise L.	Presented to Fall Assembly. Approved by the body.
7/17/2015	Chris C.	Added a purpose statement and made minor formatting changes for consistency.

4/13/2015	Denise L- Guideline Committee Chairperson	<ol style="list-style-type: none"><li>1. Added "Operational" to section A. for Clarity.</li><li>2. Section II B removed "two area rallies" and replaced with Delegates Day.</li><li>3- Section II C removed "per attached chart" and replaced with fixed price of .015 per mile and \$40.00 per day.</li><li>4-Section IV added E. to cover cost of background checks for AMIAS as was approved in Alateen Safety guidelines.</li></ol>
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